

FY15 SCOPE OF WORK

CCDF MATCH PARTNERSHIPS II for Elementary-Age Out-of-School Time (OST) Programs

BACKGROUND

The Utah Office of Child Care (OCC), a Division of The Department Workforce Services (DWS), is identifying additional funding for school-age subsidy and the creation and/or expansion of out-of-school time (OST)/afterschool programs. This is being accomplished by using eligible non-federal expenditures to draw down federal match money within the Child Care Development Block Grant Program. Grantee is funding OST/afterschool programs with qualifying funds which are eligible to be used to draw down additional federal funds and utilized for child care quality improvement activities within the State.

PURPOSE

To create and foster local advocacy and awareness for quality OST/afterschool programming, increase accessibility of quality care for elementary age children and working parents, facilitate strong partnerships, and support the development of sustainable programs. Funding and technical assistance will support participating programs in being safe, age appropriate, accessible and affordable.

GRANTEE CONTRACT RESPONSIBILITIES

Grantee will adhere to the following requirements:

1. **Expenditure Certification**

Grantee will provide a Qualified Cash Match form certifying eligibility of Grantee's elementary-age OST/afterschool program planned for FY15 (July 1, 2014—June 30, 2015) expenditures.

- a. **Qualified Public and/or Donated funds** (see Attachment E) must be certified by the Grantee:
 - i. OST/afterschool FY15 expenditures must be paid for with non-federal funds.
 - ii. Identified funds cannot originate from any federal source or from parent fees.
 - iii. FY15 expenditures must not be used as match or Maintenance of Effort (MOE) for any other federal funding.
 - iv. Identified funds must be expended in FY15 for elementary-age OST/afterschool programs serving 5-12 year old youth.
 - v. Certification information should be maintained and accessible at the entity/organizations administrative office for on-site review by state and federal auditors if necessary. Records should be maintained for seven (7) years after expiration of agreement.
- b. The organization will provide completed expenditure and certification forms at a minimum quarterly (monthly preferred) and as requested. Qualified

expenditures will be tracked and reported to DWS/OCC using an electronic Qualified Cash Match Expenditure Tracking Form.

2. Grantee Funded Elementary-Age OST/afterschool Programs

- a. Funding priorities and program activities will be established based on Grantee's proposal and upon approval by DWS/OCC. Funds will be expended on elementary-age OST/afterschool programs.

3. Allowable Costs

Allowable costs for this grant are specified in Attachment D – *Common Allowable/Unallowable Costs*, and in applicable federal Office of Management and Budget circulars.

4. Fiscal Oversight of Funded Programs

- a. Grantee will maintain appropriate and consistent fiscal oversight of funded elementary-age OST/afterschool programs.
- b. Grantee will provide a budget summary. If applicable, individual program itemized budgets will be maintained by Grantee and made available to DWS/OCC upon request.

5. Expense Reimbursement

- a. Grantee shall submit requests for reimbursement of expenses using the reimbursement/claim form located at <http://jobs.utah.gov/occ/occ2/afterschool/forproviders/servforproviders.html>
- b. Requests for reimbursement must be submitted no less than four times per contract year.
- c. DWS/OCC will strive to make timely payment within 30 days of receiving a satisfactory invoice. Turn-around-time for payment is determined by accuracy of invoice and subsequent approval by DWS Finance Division.
- d. All funds must be spent by the end of the period of performance for this agreement. Any funds not spent will remain with DWS/OCC. Unspent funds will not be carried over into the next contract year.

6. Grant Orientation Meeting

The organizations grant administrator and fiscal management staff must attend a 2-3 hour, in-person, grant orientation meeting (TBA).

7. Oversight

Grantee must ensure proper administrative and accounting procedures are followed.

8. Background Checks

Grantee must ensure comprehensive background checks have been done on all program employees that includes use of fingerprints for State checks of criminal history records, use of fingerprints for checks of Federal Bureau of Investigation (FBI) criminal history records, clearance through the child abuse and neglect registry, if available, and clearance through sex offender registries. If program volunteers are alone with children at any time, they are required to have a comprehensive background check completed.

PROGRAM SERVICES

Grantee will ensure that DWS/OCC funded OST/afterschool program sites adhere to the following requirements:

1. Start Date

Funded program sites may start on July 1, 2014 but must start no later than two weeks after school classes starting in the fall 2014.

2. End Date

Period of performance ends June 30, 2015.

3. Service Population and Program Requirements

Funding must support regular, formally supervised programs for elementary-age children.

- a. Funded programs may be conducted before school, after school, summer, weekends, or any other time youth are unsupervised. Funding is not for one time, summer only, or sporadic club activities. Exceptions may be made on a case by case basis.
 - a. During the school year - A minimum of 32 weeks, 10 hours per week (for this purpose, a week is defined as a minimum of two school days during a calendar week), and/or
 - b. During the extended summer/interim - A minimum of 8 weeks, 20 hours per week.
 - i. Although encouraged, funded school-year programs are not required to run summer programming. If a program operates the required weeks and hours during the school year, and not the required weeks and hours during the summer, CCDF Match Partnership Funding may be approved to support the school year program.
- b. Funded program site must have a minimum of 15 youth attending daily and allow all youth to attend all hours of programming each week.
- c. Funded program site must provide a considerable amount of both academic and enrichment activities. Programs cannot be limited to only academic activities or only enrichment activities. Academic activities include but are not limited to: academic assistance, STEM activities, homework, tutoring, etc.
- d. Funded program site must be open to elementary-age children regardless of race, religion, gender, political ideology, and physical ability.
- e. If fees are charged, a sliding fee scale must be made available in order to provide equal access for families of all income levels. Options may be discussed with DWS/OCC.
- f. Funded program site must be open to entry level youth and must not require pre-requisite classes for participation.

4. Program Quality

- a. Funded program sites must meet all “Be Safe” and “Administration” standards of quality as measured by the *Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool)* <http://www.utahafterschool.org/quality>.

- i. Funded program sites will also participate in quality improvement activities utilizing all sections of the Quality Tool in coordination with OCC and OST Specialists.
 - ii. Training on the *Quality Tool* will be provided at the contract orientation meeting and at the program manager/coordinator training (TBA). (See “*Guide for Facilitating the Utah Afterschool Program Quality Assessment and Improvement Tool*” at www.utahafterschool.org).
- b. Funded program site employees must register with the Utah Afterschool Network at www.utahafterschool.org.
- c. Funded program sites must register and/or update their OST/afterschool program information by contacting their local *Care About Child Care (Child Care Resource and Referral)* agency by phone. Contact information for the appropriate referral agency can be found at: <http://careaboutchildcare.utah.gov/tr/indexProvider.cfm?fuseaction=contactinfo>

5. Training

- a. Program site manager/coordinator must attend one half-day DWS quality program training related to the grant (TBA). If the program site manager/coordinator changes during the grant year, the new site manager/coordinator will be responsible for completing the online grant training.
- b. Program site must provide documentation showing 20 hours of program-related training each year for every staff working 10 or more hours/week.

6. Prevention/Education Components

The program sites must include at least **three**, intentionally chosen prevention/education components in site specific programming and utilizing appropriate curriculum and/or resources, from the following:

- Addiction Prevention
- Civic Engagement
- Education & Career Readiness
- Emotional Intelligence & Self-Concept
- Financial Literacy
- Physical Activity & Nutrition
- Positive Interpersonal Relationships
- Youth Violence & Gang Prevention

7. Reporting

Status and progress reports must be prepared for each program site according to DWS/OCC report guidelines. DWS/OCC will provide training on report format and content at the contract orientation meeting.

- a. Funded program sites must provide two progress reports (mid-year and annual) per year as required by DWS/OCC.
- b. Funded program sites must complete the *Quality Tool* self-assessment survey using the Utah Afterschool Network’s (UAN) data collection system. Participation is required annually.
- c. Entity and/or funded program sites must organize an annual *Lights On OST/afterschool* event, and register their event on <http://www.afterschoolalliance.org/loaHostEvent.cfm>

- d. Entity and funded program sites must participate in statewide OST/afterschool data collection efforts as requested by DWS/OCC.

DWS/OCC RESPONSIBILITIES

1. DWS/OCC will maintain a contract with Utah Afterschool Network for Out-of-School Time (OST) Specialists.
 - a. OST Specialists will monitor awarded programs for program quality utilizing the *Quality Tool* and for compliance with *Scope of Work* "Program Services".
 - b. OST Specialists will provide consultation and technical assistance to programs when needed and/or requested.
2. OCC will review all invoiced expenditures for compliance with State and Federal requirements and will provide technical assistance when needed.

DELIVERABLES/OUTCOMES

Grantee will provide an annual summary report identifying issues or concerns that need to be addressed, program participation, outcomes, etc. as requested by DWS/OCC.

RENEWAL

This agreement may be extended beyond the original contract period from year to year for up to two (2) additional years (ending June 30, 2017). This agreement is subject to availability of federal match funding and qualified Grantee FY15 expenditures. **DWS/OCC may elect not to renew based on lack of funding, change in program direction and/or the OST/afterschool programs performance.** Prior to the contract year starting July 1, 2015, the following items must be submitted no later than June 1, 2015. Forms will be distributed by the OCC Program Specialist:

1. An actual qualified cash match expenditure form for the prior year July 1, 2014 to June 30, 2015 (FY15).
2. A planned qualified cash match expenditure form for the period July 1, 2015 – June 30, 2016 (FY16).